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ABSTRACT

This computer software manual provides detailed instructions on how to use the Cloze Apple computer program to reinforce job and role information presented to secondary-aged migrant students in the CHOICE Occupational Resources student text and to retrieve and review student work. The manual includes an introduction, hardware requirements, instructions for making backup copies of the program, learning objectives, uses in a tutorial or classroom setting, description of how the student program works, features of the teacher file, program outline, and general program flow chart. Directions in the Teacher Filer Menu allow the teacher to turn the sound portion of the program on or off, decide if users will have access to a printed summary of their scores, set a date which will appear on all records, set up a class file to store results of each student's work on the program disk, add or delete names within the class file, bring a copy of CHOICE Cloze paragraphs, list student names to a printer, and view students' work after they have used the disk. Student learning objectives include introducing/developing computer awareness, inferring responses from context, recalling reading selection details, promoting/developing techniques of the Cloze format, and fostering independent work. (NEC)

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CHOICE

(CHallenging Options In Career Education)

CHOICE Cloze
Review Software for Occupational Resources

FEB 1986
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This manual was prepared by Ilse M. Pitts and the Project CHOICE staff to accompany disk software. The CHOICE Cloze program was developed for the CHOICE project by Liz Kahl and Fred Podolski. The contents are based on the CHOICE Advanced level materials. Reproduction without permission of CHOICE is expressly forbidden. ProntoDos (c) 1982 Tom Weishaar Beagle Bros. Inc, Hi-Res Character Generator, RIBBIT and FROG S1&S2.SETs (c) 1980 by APPLE Computer Inc. 10260 Bandley Drive, Cupertino, CA 95014 used with permission. CELESTE by Leo Christopherson from 3/82 Creative Computing used with permission of author. Work on this project has been performed using funds recieved from the US Department of Education. The opinions expressed do not necessarily reflect the position or policy of the US Department of Education.

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In addition to the Spanish materials and new versions of Occupational Resources (English), CHOICE now has software available to accompany its other curriculum materials. All of the software is available in both English and Spanish and is programmed for Apple computers. The software manuals are included here on ERIC microfiche and are available, along with the disks, from CHOICE. The software is designed to reinforce and enhance CHOICE information.

WORKER CLOZE is designed to accompany the Advanced Occupational Resources text. There is one program disk for each occupation in Spanish and English (a total of 120 disks). Each disk presents four areas of information on one career (e.g. Job Description, Tasks and Skills, Tools and Equipment, and Training). Each segment contains two to four paragraphs. Each paragraph contains five blanks to be filled in by the user (the user can opt to fill in the blanks by choosing one of four clue words or can opt to fill in the blanks without seeing the clue words). The teacher may set up a disk for a particular group of students, and the program will then keep track of each student's efforts for review by the teacher. If a student makes any errors, the program "remembers" not only that an error was made, but what that error was. Graphic and musical rewards are liberally spread throughout the program to help maintain user interest. The sound and print-out options on the disk may be turned on or off by the teacher.

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This manual has been developed to support your use of CHOICE Cloze disks. You may wish to read through the manual completely before using any of the disks.

INTRODUCTION

CHOICE Cloze provides youth in the intermediate and secondary levels the opportunity to use the computer in self-directed ways while reinforcing the job and role information presented in the Occupational Resources text of the CHOICE career curriculum materials. After reading a selection of the text, the student is able to use an interactive CHOICE Cloze

computer disk independently. CHOICE Cloze also gives the student experience with the CLOZE technique.

Directions are given on the screen. The student selects an area in which to reinforce the job and role information from the Occupational Resources selection he or she has read; for example: tools, skills, tasks, training, etc. The student is then able to choose between two levels of difficulty, answering questions with or without clue words. There are two opportunities to fill in each blank with a word in agreement with the Occupational Resources selection; if the student is unsuccessful the computer supplies a response in agreement with the selection.

If a printer is available, the student can obtain a printed summary of his or her work at the end of the session. (This option is not available to students using the Spanish version due to the difficulty of printing accent marks.)

CHOICE Cloze provides a Teacher Filer Menu which allows the teacher to turn the sound portion of the program on or off, decide if the users will have access to a printed summary of their scores, set a date which will appear on all records, set up a class file to store the results of each student's work on the program disk, add or delete student names within the class file, print a copy of the CHOICE Cloze paragraphs, list student names to a printer, and view students' work after they have used the disk.

HARDWARE REQUIREMENTS

Computer: Apple // Plus (minimum 48K) or
Apple //e or
Apple //c
One disk drive
Printer (optional)

MAKING BACKUP COPIES OF THIS PROGRAM

This CHOICE Cloze Program Disk may be copied for your professional use. CHOICE requests that you do not further distribute copies without permission. Copyrighted materials have been used in developing

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this program. All interested parties may write or call CHOICE to obtain a copy at mimimal cost.

LEARNING OBJECTIVES

1. To reinforce job and role information presented in the Occupational Resources text of the CHOICE career materials.
2. To introduce and develop computer awareness (handling the CPU, disk drive, and printer).
4. To infer responses from context.
5. To recall details from the reading selection.
6. To promote and develop techniques of the Cloze format.
7. To foster independent work.

USE: TUTORIAL OR CLASSROOM SETTING

It is the goal of CHOICE Cloze to reinforce the job and role information presented in the Occupational Resources selections of the CHOICE Advanced materials. The student may choose the level of difficulty and is able to use the disk independently. Once a class file has been created, the. teacher is able to retrieve and review student work.

THE CHOICE Cloze DISK MAY BE USED IMMEDIATELY BY ANY STUDENT OR TEACHER WHO KNOWS HOW TO INSERT A DISK AND TURN ON THE COMPUTER.

Note: If you have not used an Apple computer before, you may want to review the "Know Your Apple" introduction disk. In any event, remember NEVER insert or remove a disk or press <CONTROL> & <RESET> if the disk drive operating light is on. In this manual special keys will be indicated within <> symbols; for example, if you need to press the key marked "return" on the right hand side of your machine, the instructions will say "press <RETURN>". After typing any information, you must press the <RETURN> key in order for the computer to interpret the information you have typed.

Insert the CHOICE Cloze program disk in the disk drive of the Apple computer and turn on the power switch. This will automatically run the program. If the Apple computer has been used with another program and is already on, simply insert the CHOICE Cloze Program disk in the disk drive as above and then press the <RESET> key on the Apple II Plus, or, on the Apple //e or //c, press in conjunction the <OPEN APPLE> key, the <CONTROL> key and the <RESET> key. This will also automatically run the program.

If the teacher wishes to save student responses for later review, a CLASS FILE must be created on the disk before it is used <see page 11>. Once a CLASS FILE is created, you may demonstrate the CHOICE Cloze Program without entering a student's name and access code by typing "TEACHER" when prompted for first name and then typing "DEMO" when prompted for an access code. This will allow you to show the operation of the program to new students or to colleagues.

HOW THE STUDENT PROGRAM WORKS

1. After inserting and starting the disk, the student enters his or her name and access code.
2. The student is asked if he or she would like to have the results of the lessons printed provided that the instructor has not overridden this option.
3. The student is then asked if he or she would like directions. <If the answer is yes, the directions appear on the screen.>
4. The "Menu" appears on the screen offering four text areas of career information <i.e. "Tasks"> and the option to "QUIT".
5. The student selects an area and is then given the option of using clue words or not.
    a. If the student answers yes, four clue words will be given as the student attempts to answer each blank of the lesson paragraphs.
    b. If the student answers no, no clue words will be given on the student's first try; however, if his or her answer was not from the Occupational Resources text, the clue words will appear for the second attempt.

6. The first paragraph of the lesson area chosen then appears on the screen.
7. The student proceeds by typing in the word he or she believes belongs in the lowest numbered blank on the screen and pressing <RETURN>. (The "<DELETE> key on the //e or //c, or the "<--", left arrow, may be used to correct a word before pressing <RETURN>.)
8. If the answer agrees with the Occupational Resources text, there is an optional musical reward and the word appears in the numbered blank in the paragraph.
9. If the answer does not agree with the Occupational Resources text, the computer rejects the answer and asks the student to try again. (If a word is spelled incorrectly, it is rejected by the computer).
10. If the answer agrees with the Occupational Resources text on the second try, there is an optional musical reward and the answer appears in the numbered blank in the paragraph.
11. If the answer does not agree with the text on the second try, the computer will fill in the blank and proceed to the next question.
12. After completing five questions there is a visual and optional musical reward if the student has filled in all five blanks in agreement with the Occupational Resources text on the first or second try.
13. The student is asked: "Would you like to do the next set of five questions?" (If the student answers yes, he or she is again given the option of using clue words and a new paragraph in the same area.)
14. When the student reaches the end of an area or elects not to do the next paragraph and has filled in all the blanks with answers in agreement with the Occupational Resources text, there is a visual and optional musical reward. If all the blanks have not been filled in with information from the text, the program will suggest that the student review the selection.
15. The program then returns to the Menu and the student may choose another area of the lesson or option #5 ("QUIT").
16. When the student chooses option #5 ("QUIT") of the menu, he or she may receive a printed summary of the lesson, and the program returns to the first screen asking for a first name.

GETTING STARTED -- THE STUDENT

The following description assumes that a CLASS FILE has been created by the instructor. If this is not true, there may be minor variations in the flow of the program.

1. Insert the CHOICE Cloze program disk in the disk drive and turn on the power switch.
** TOUCH ONLY THE LABEL END OF THE DISK **

2. When the screen display tells you to press <Return>, do so and the screen will ask:

Please type your FIRST name and
press <RETURN>. _____

(The program will accept up to nine letters for your first name.)

3. Type your first name and press <RETURN>. The screen will add:

Please type your LAST name and
press <RETURN>. _____

(The program will accept up to twelve letters for your last name.)

4. Type your last name and press <RETURN>. The screen will add:

What is your access code? ____

5. Type your access code and press <RETURN>. As you type a series of asterisks (*) will appear on the screen. This is to conceal your code. If the screen asks if you want your results printed to the printer, type "YES" or "NO" and press <RETURN>.

a. If you answer "NO", the screen will appear as in #6 below.
b. If you answer "YES", the screen will ask you to be sure that a printer is connected to the computer and turned on.
c. Type "YES" or "NO" and press <RETURN>.

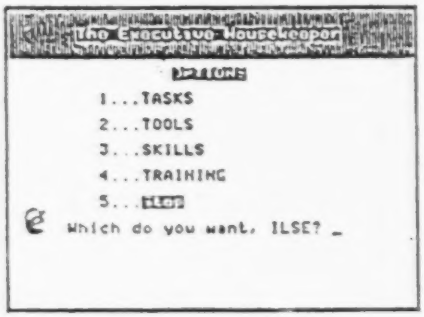
6. The screen will ask if you would like instructions.

7. Type "YES" or "NO" and press <RETURN>.

   a. If you answer "NO" the screen will appear as in 8 below.

   b. If you answer "YES", the instructions will appear on the screen. Read them carefully and press <RETURN> when you are ready.

8. The menu for the selection you are working on will now appear on the screen. It will look like this:



9. Choose the area (for example, "TASKS") you want to work on by typing the number and pressing <RETURN>.

10. The question "Would you like clue words?" will now appear at the bottom of the screen. Answer "YES" or "NO" and press <RETURN>.

11. You are now ready to begin the CHOICE Cloze exercise.

ENJOY!

<u>REMEMBER</u>: (1) Always return to the Menu and choose option #5 ("QUIT") before you leave the computer.

(2) If you make a mistake, you may correct it <u>BEFORE</u> you press <RETURN> by using the "<--", left arrow, or the <DELETE> key.

(3) Always press <RETURN> when you are ready to have the computer "read" your answer.

(4) In the Spanish version of CHOICE Cloze it is not necessary to use accent (`) marks or the tilda (~) when you enter your answers.

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THE TEACHER FILER--CHECKING THE STUDENT'S WORK

1. Insert the CHOICE Cloze program disk in the disk drive and turn on the power switch.

** TOUCH ONLY THE LABEL END OF THE DISK **

NOTE If you wish, you can go directly to the Teacher Filer Menu by pressing <ESC> immediately after turning on the computer with the CHOICE Cloze disk in the disk drive.

1. When the screen display tells you to press <RETURN>, do so.

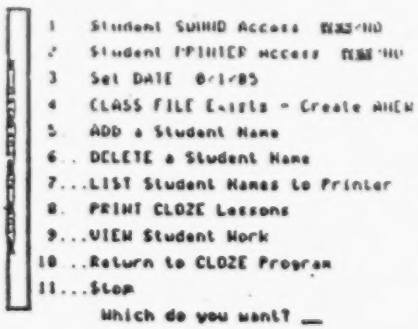
2. The screen will show:

Please type your FIRST name and
press <RETURN>. _____

3. Type "TEACHER" and press <RETURN>. If you make a typing error, simply use the back arrow to erase. For the Spanish version disk you may type "TEACHER" or "MAESTRO". The screen now adds:
What is your access code? _____

4. Type "007" and press <RETURN>. As you type a series of asterisks (*) will appear on the screen. This is to conceal your code.

5. The Teacher Filer Menu will now appear on the screen.


1 Student SWHID Access
2 Student PRINTER Access
3 Set DATE 8-1-85
4 CLASS FILE Exists - Create ANEW
5 ADD a Student Name
6 DELETE a Student Name
7...LIST Student Names to Printer
8 PRINT CLOZE Lessons
9...VIEW Student Work
10 ..Return to CLOZE Program
11...Stop
Which do you want? _

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1...Student SOUND Access: YES/NO

The current status of the sound option is highlighted in the Teacher Filer Menu. You may wish to turn the sound off if you plan to have the disk in use while other activities are going on in the classroom.

1. Type "1" and press <RETURN>.
2. You will be asked if you want your students to have sound and music in the program.
3. Type "YES" or "NO" (you may simply use "Y" or "N") and press <RETURN>.
4. If you have changed the current status of the sound option, the disk drive will operate.
5. The Teacher Filer Menu reappears on the screen.

2...Student PRINTER Access: YES/NO

The current status of the printer option is highlighted in the Teacher Filer Menu. The program will give the students the option to obtain a printed record of their work any time the computer senses that a printer is available unless you override that option here.

1. Type "2" and press <RETURN>.
2. You will be asked if you want your students to have the option to record their results to the printer.
3. Type "YES" or "NO" (you may simply use "Y" or "N") and press <RETURN>.
4. If you have changed the current status of the printer option, the disk drive will operate.
5. The Teacher Filer Menu reappears on the screen.

3...SET Date: 0/0/0

The current date on the disk appears in the Teacher Filer menu. The date you enter will appear on (1) the menu (until you change it), (2) on any records printed for the students, and (3) on student records recorded on the disk for your viewing.

1. Type "3" and press <RETURN>.

2. You will be asked to enter the date (month, day, and year)
3. Each entry must be two digits. For example, May 3, 1985 would be entered 05/03/85.
4. Press <RETURN> when you are finished.
5. If you have changed the date, the disk drive will operate.
6. The Teacher Filer Menu reappears on the screen.

4...CREATE a Class File

If you wish to be able to view your students' work, you must create a Class File. Once you have created a file, the disk will automatically record the students' results. Your students will need to know their access codes in order to use the disk. The disk can handle one Class File of up to 32 names. If you choose to create a new file, the old file AND ALL THE INFORMATION IN THAT FILE will be destroyed.

1. Type "4" and press <RETURN>.
2. If there is already a Class File on the disk, you will be told and then asked if you wish to DELETE the existing file and create a new one.
   a. If you type "NO" and press <RETURN>, the Teacher Filer Menu will reappear on the screen.
   b. If you type "YES" and press <RETURN>, you will be warned again that this will destroy the existing Class File and you are asked to confirm your decision.
3. Begin entering your students' names (up to 32) following the directions given on the screen.
4. You may use a student's formal first name and the student will still have access to the program using a nickname or shortened form. (Note: the program will accept up to nine letters of a first name.)
5. The student's last name must be spelled correctly or the student will not be recognized by the program. (Note: the program will accept up to twelve letters of a last name.)
6. The access code may be one to four digits, letters, or a combination of digits and letters. Each access code must be unique. (The program will advise you if you have used the same code more than once.)

7. As you complete the information for each student, the computer will ask for confirmation that the information you have given is correct.

   a. Answer "NO" and the information on the screen will be erased to permit you to reenter the information.

   b. Answer "YES" and the information you have entered will be accepted and the program will request the information for the next student.

8. When you have finished, press <ESC> to end and save your Class File.

9. At this point the disk drive will operate and you will see a series of numbers and letters on the screen as your Class File is stored on the disk. When this operation is complete the Teacher Filer Menu will appear on your screen.

5...ADD a Student Name

This option allows you to add new student names at any time <u>without</u> destroying information already in the Class File.

1. Type "1" and press <RETURN>. The screen will ask if you would like to see the current names in the class file.

2. If you type "NO" and press <RETURN>, the program goes directly to adding student names. (The computer will automatically begin adding at the end of your current class list.)

3. If you type "YES" and press <RETURN>, the screen will show (the file listing is a sample):

```
Student Names Currently in CLASS FILE

Press:
     <ESC> - Return to the Main Menu
     <SPACE BAR> - Scroll List
     <RETURN> - Begin ADDing New Names

1   Lilly Rosa                          001
```

4. Each time you press the space bar, the next name on the list will appear and be highlighted.

5. When you are ready to begin adding new names, press <RETURN> and follow the directions given on the screen. The program will automatically begin at the end of your current Class File.
6. When you wish to return to the Teacher Filer Menu, press <ESC>.

6...DELETE a Student Name

This option allows you to delete student names at any time <u>without</u> destroying information on other students already in the Class File.

1. Type "6" and press <RETURN>. The screen will show:

DELETE Names From CLASS FILE

Press:
<ESC> - Return to the Main Menu
<SPACE BAR> - Scroll List
<RETURN> - DELETE Student File

1 Lilly Rosa 001

4. Each time you press the space bar, the next name on the list will be highlighted.
5. When you come to a name you wish to delete, press <RETURN>. This will mark the name for deletion.
6. When you have marked all the names you wish to delete, press <ESC>.
7. The screen will ask you to confirm that you wish to delete the names you have marked.
8. Type "YES" or "NO" and press <RETURN>.
   a. If you type "NO", the screen will return to the Teacher Filer Menu.
   b. If you type "YES", the disk drive will operate, you will see a series of words and numbers on the screen as the names are deleted, and the screen will finally return to the Teacher Filer Menu.

7...LIST Student Names to Printer

This option can only be used if there is a printer connected to your computer. It will produce a list of the student names and access codes currently in the Class File.

1. Type "7" and press <RETURN>. The screen will ask you to check that the printer is connected to the computer and turned on.
2. Type "YES" and press <RETURN>. The printer will now produce a list of your student names and access codes. Keep a copy for your records.
3. If you don't have a printer available, remember you can always review your list of students and their access codes by going to the "Add a Student Name" utility and "scrolling" the list of student names by pressing the space bar.

8...PRINT CLOZE Lessons

This option can be used to obtain a printed copy of the CHOICE Cloze lessons. This may be useful as you review student files.

1. Type "8" and press <RETURN>. The screen will show:

PRINT LESSON FILES

Menu Selection
1...TASKS
2...SKILLS
3...TOOLS
4...TRAINING
5...ALL Lessons
6...Return to Main Menu

Which do you want to PRINT?

2. Choose an option, i.e. #1, TASKS, and you will again be asked to check that your printer is connected and turned on.
3. Type "YES" and press <RETURN>.
4. You will see the lesson contents on the screen and the printer will give you a copy of the contents of the CHOICE Cloze Lesson(s) you requested.

5. On your printed copy each paragraph will be followed by five lines of words. These are the clue words for each blank in the paragraph. In all cases the first word in each row is the correct answer. (NOTE: when a student is using the program, these clue words are randomly sorted each time the program is used.)
NOTE: In the Spanish version words written in upper case are words which have an accent mark or tilda in Spanish.
6. When the printer is finished, you will return to the PRINT Lessons Menu.
7. Type "6" and press (RETURN) (or press (ESC)) to return to the Teacher Filer Menu.

9...VIEW Student Work

This option allows you to review your students' work after they have used the CHOICE Cloze Program. Each student's file must be cleared periodically to avoid overloading the disk.

Both the printed copy and the screen copy of the student results can be very useful to the teacher. In addition to indicating the percentage of questions answered correctly, the review of the student's work will tell you if the student is making logical grammatical choices or guessing. This is especially relevant when the student has been working without clues, in which case you may want to reinforce logical attempts as the computer only recognizes the answer which agrees with the Occupational Resources selection and does not recognize other acceptable responses.

1. Type "9" and press (RETURN). The screen will show:

VIEW STUDENT WORK

A student's file will automatically be
CLEARED to make room for new records
if you choose options 1 or 2.

To avoid disk overload, student
records MUST BE CLEARED periodically.

OPTIONS

1...PRINT to Printer and CLEAR File
2...PRINT to Screen and CLEAR File
3...PRINT to Screen w/out CLEARING
4...RETURN to Main Menu

Which option do you want? ___

2. Type in the number of the selection you want.

Option "1" PRINT to Printer and CLEAR File.

1) The screen will ask you to be sure that your printer is connected to the computer and turned on.
2) Type "YES" and press <RETURN>. The screen will show (the file listing is a sample):

PRINT to Printer and CLEAR File

Press:
<ESC> - Return to the Main Menu
<SPACE BAR> - Scroll List
<RETURN> - VIEW Student File

1 Lilly Rosa 001

3) Move or scroll down the list until the name of the student whose record you wish to view is highlighted.
4) Press <RETURN> and you will receive a printout of that student's record showing the following:
   a. whether or not clue words were used
   b. all student answers which vary from the CHOICE Cloze word even though the student has been given credit for a correct response on the second try.
5) When the printing is complete, press <RETURN>. (The contents of the student's file will be erased from the disk.)
6) You will again see the list of student names. Choose another student record to view or press <ESC> to return to the Teacher Filer Menu.

Option "2" PRINT to Screen and CLEAR File.

This option works in the same manner as printing to the printer except that the student file will be printed on the screen instead of on the printer. After you view a student file, the contents will be erased from the disk.

Option "3" PRINT to Screen without CLEARING.

The difference here is that, after you view a student file, the contents will not be erased from the disk. This option allows you to get a printed copy of the file at a later time. However, remember you must periodically clear the student files or you run the risk of overloading the disk.

Option "4" Return to Main Menu (or <ESC>) will send you back to the Teacher Filer Menu.

EXITING THE TEACHER FILER

There are two options for your use in exiting the Teacher Filer. These allow you either (1) to end or (2) to return to the student portion of the program.

1. Type "10" and press <RETURN>. You will return to the beginning of the CHOICE Cloze program ready for student use. The screen will show:

> Please type your FIRST name and press <RETURN> _____

2. Type "11" and press <RETURN>. You will leave the program. Remove the disk from the disk drive carefully. Place it in the disk envelope and store it in a safe location.

CHOICE Cloze OUTLINE

I. Educational Objectives

A. To reinforce job and role information presented in the Occupational Resources text of the CHOICE career materials.
B. To introduce and develop computer awareness (handling the CPU, disk drive, and printer).
C. To infer responses from context.
D. To recall details from the reading selection.
E. To promote and develop techniques of the Cloze format.
F. To foster independent work.

II. Main Concepts in Design

A. Design of teacher options
   1. Class file options for disk storage
      a. Creation of class file with access codes for each student
      b. Addition of student names and access codes to class file
      c. Deletion of student names from class file
      d. Review of student lessons stored on disk
   2. Printer Options
      a. Listing of class file to printer
      b. Printing of text of CHOICE Cloze lessons
      c. Printing of student files with student answers
   3. Review of operation of student CHOICE Cloze Program
B. Design of student CHOICE Cloze lessons
   1. Appeal to multiple senses for greater learning
      a. Graphics and animation
      b. Optional sound
   2. Text of lessons
      a. Control of readability level to aid students with minimal reading capability
      b. Outline of text
         1) Four topics within each career
         2) Two to four paragraphs in each topic
         3) Five missing words in each paragraph
   3. Student options
      a. Choice of topics within each career
      b. Use of clue words or not
      c. Optional printout of completed lesson
      d. Quit program option in main menu

III. Student Program Flow

A. Introduction
   1. Name input (with access code if class file exists)
   2. Instructions to student
   3. Choice of options for clue words and printer
B. The CHOICE Cloze exercise
   1. Presentation of text of paragraph on screen.
   2. Answer input for each word with appropriate feedback
   3. Presentation of clue words for second chance if no clue words were given with appropriate feedback
   4. CHOICE Cloze answer input in paragraph text
C. Results
   1. Graphics reward if 100% score achieved on paragraph or topic
   2. Summary of score on individual paragraph or completed topic
   3. Option to continue same topic or return to main menu for new topic or quit program

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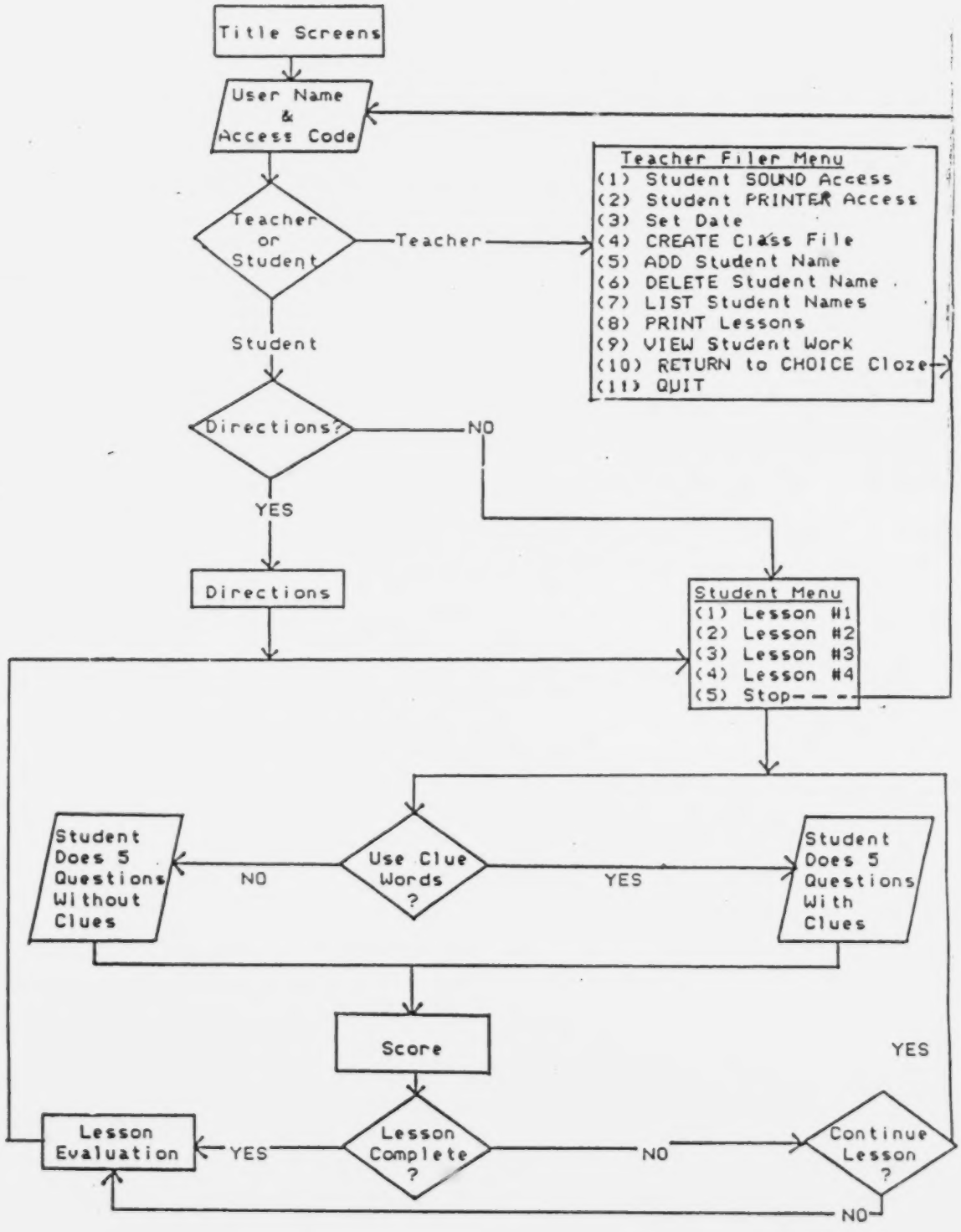
CHOICE Cloze
General Program Flow



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